GUEST EDUCATOR LESSON PLAN

TEACHER: **Rogers, Jennifer** **DATE: Emergency**

Thank you very much for helping my students today!

If you have any questions, please see **Mr. Elliott** next door or **Ms. Arthur** in 7A!

GENERAL CLASSROOM EXPECTATIONS:

- **Greet students when they arrive.**
- **Students should remain in the classroom once they get here. Students should not be roaming around the school. They should've gotten breakfast BEFORE coming to the classroom.**
- **Take attendance (in the pink Guest Educator binder in the pink sub tub)/lunch count (on the brown clipboard by the computer monitor) and put it in the electronics basket.**

1ST PERIOD 8:00-8:53 - Math 7	NOTES:
Have students complete the assignment from the sub tub labeled "Day 1". There are two in there and the hours are noted. If you are here multiple days, please just continue through the folders, "Day 2", etc. Once they are done, they need to read AR. That is the only option. Open Library is from 7:30-11:10 and students must have a pass. Helpful students: Rosemary & Riley	Grace can go to Ms. Parks's room for tests/quizzes.
2ND PERIOD 8:56-9:49 - Algebra I	NOTES:
Same as 1st hour 🙂 Helpful students: Josie & Quincy	

3RD PERIOD 9:52-10:45 - Plan Time	NOTES:
Enjoy!	
4TH PERIOD 10:48-11:41 - Math 8	NOTES:
Same as 1st hour 🙂 Helpful students: Shayla & Journey	This class can be a handful. Hayden, Faith, Blake, & ShayLee can go to Ms. Parks's room for tests/quizzes.
5TH PERIOD 11:44-12:37 - PreAlgebra 7	NOTES:
Same as 1st hour 🙂 Helpful students: Sawyer & Chase	
6TH PERIOD 12:40-1:33 - Lunch/Recess	NOTES:
After 5th hour, 7B will come back in. Once ready, lead them to lunch. Check with the other teachers about your responsibilities for duty. Make sure to take the teal clipboard and walkie-talkie with you. Remind them to check the table washer list!	
7TH PERIOD 1:36-2:00 Study Hall	NOTES:
Allow students restroom/drink break. Have them work on unfinished work or read AR. Use your discretion on free time if they don't have work AND have their AR goal.	Grace will go to Ms. Parks's room during this time.
8TH PERIOD 2:50-3:22 - Math Lab/DEAR Time	NOTES:
1st Quarter - 7B, nothing changes. At 2pm have them work on the packet labeled "Math Lab" from the sub tub.	

2nd Quarter - 7A, at 2pm my homeroom will leave and 7A will come in. Have them work on the packet labeled “Math Lab” from the sub tub.

3rd Quarter - 4th hour class returns, at 2pm my homeroom will leave and the students from 4th hour math will be back. Have them work on the packet labeled “Math Lab” from the sub tub.

4th Quarter - 2nd hour class returns, at 2pm my homeroom will leave and the students from 2nd hour math will be back. Have them work on the packet labeled “Math Lab” from the sub tub.

At 3pm, it is DEAR time. ALL students must read until 3:20.

At 3:20pm, have students stack chairs and line up.

At 3:22pm, the bell rings to dismiss the class to their lockers. Homeroom will return (all but 1st quarter). They need to plug in chromebooks. They will sign out electronics at this time.

At 3:27pm, the car rider bell rings and you can dismiss them. Everyone else needs to line up. Once they are ready, take them to the corner by the front office and wait for the next bell. Dismiss them then to the buses or cafeteria.

Your duty after that is to check the upper hall bathrooms, making sure that no students remain. Return to the front and wait for the all clear. When buses leave, you are done! Thank you for being here during this unexpected time away. You are appreciated!

PEOPLE WHO CAN HELP YOU

	NAME	Location/Extension
Superintendent	**Mrs. Brooker/Dr. T**	**Central Office/1002**
Principal	**Mrs. Parker**	**Office/1003**
Secretary	**Mrs. Elliot**	**Office/1000**
Nurse	**Mrs. Pryor**	**Office/1004**
Custodian	**Ms. Allison**	
Tech	**Mr. Neff**	**Tech Office/1010**

***Please see Guest Educator Binder for additional information.**

Thank you so much for filling in for me today! Please leave detailed notes on any issues you had, with anything, but especially student behaviors. I appreciate you very much!